

LINN COUNTY CLASSIFICATION

TITLE: APPLICATION SYSTEMS ANALYST

NUMBER: 092

APPROVAL ORDER

PAY RANGE: 17

NUMBER: 2003-360

CATEGORY: MANAGEMENT/EXEMPT

DATE: September 16,

2003

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Implement, maintain and enhance departmental computer systems by providing both technical and functional support in coordination with vendors, contractors and staff. Utilize knowledge of department's services for data organization and presentation in order to produce useful information for planning, operating, monitoring and evaluation of department activities.

SUPERVISION RECEIVED: Works under the general direction of an administrative supervisor. The employee is responsible for carrying out tasks with a minimum of supervision.

SUPERVISION EXERCISED: Supervision of other employees is not a principal responsibility of employees in this classification. An incumbent will, however, work in close coordination with other staff and will provide training and technical assistance.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Lead for implementation, coordination and continuous effective operation of the Department of Health Services' management information system.
2. Acquire detailed knowledge of service functions and have ability to translate departmental business needs into programming requirements and work with software vendors to meet those requirements.
3. Design and produce forms and reports to record, organize and extract information from the department's computer system.
4. Identify, design and implement software enhancements.
5. Develop user procedures and conduct training for departmental staff.
6. Prepare and implement schedule for downtime, backups, billings, hardware and software enhancements, etc.
7. Control and monitor security on computer system.
8. Act as department's liaison to other county departments, local governments, State agencies, software vendors, contractors, and others involved with the development, utilization, or maintenance of the department's computer system.

9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of computer technology. Knowledge of principles and techniques for data collection and data processing. Knowledge of data base technology. Skill in organizing facts and data to present findings in a clear and logical manner. Skill in utilizing data processing techniques and practices. Ability to effectively communicate, both orally and in writing, with both technical and non-technical staff. Ability to adapt to various computer technologies.

EXPERIENCE, EDUCATION AND TRAINING: An associates Degree in computer related discipline from an accredited institution and three years experience working in the data base management field or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.